

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: October 19, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: ACCOUNT PROBLEM PURCHASE ORDERS

Effective immediately, for any purchase order with account problems (missing account, lack of funds, original account will not be recreated in RISAIL), agencies must prepare RISAIL requisitions with valid account information and submit as usual. Once the purchase orders have been finalized, the Division will cancel the requisitions. This form is available on the RI-SAIL website.

The Division of Purchases will prepare and update continuously a list of purchase orders which cannot be entered into RISAIL because of account problems. The most current list will be posted on the Controller's website. Agencies (except DOT) should check the Controller's website to determine whether they have any outstanding purchase orders with account problems. Once POs have been created they will be removed from the list.

/hh
CFO:02-22